



# NOTICE OF VACANCY

**JOB TITLE:** Civil Engineer I  
**DEPARTMENT:** Utilities  
**SALARY:** \$46,692.77 Annually  
**CLOSING DATE:** (Open until filled)

## MAJOR DUTIES:

Coordinate and evaluate activities, projects, and staff. Administer engineering contracts. Review consulting engineering plans, specifications, and review and recommend engineering contracts. Design and develop plans, specifications, and cost estimates. Provide administrative assistance, maintain status reports and file on projects, and prepare bid packages. Resolve construction problems and conflicts. Conduct and attends meetings. Provide technical guidance and serve as a resource to subordinate personnel.

## MINIMUM QUALIFICATIONS:

BA/BS in a related occupational field of study is required. Five or more years in a similar position or sufficient experience to perform the principal duties and responsibilities of the position. Possess or have ability to obtain Engineer in Training (E.I.T.) Certificate. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated. Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, survey and design principles and practices, construction estimating, and backflow prevention and installation. Proficiency in administering construction contracts and supervision. Mastery of using personal computers and drafting and surveying instruments. Good communication skills, both oral and written. Demonstrated ability to work independently. Familiarity with the departmental policies and procedures, and applicable laws and regulations. May supervise and/or train designated subordinate personnel.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

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We do not discriminate on the basis of Race, Religion, Color, Gender, Age, National Origin or Disability.